

GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST



On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is **<http://www.gsaadvantage.gov>**

5214 Baltimore Ave
Hyattsville, MD 20781
Phone: 301-779-7100
Fax: 301-779-9812



Contract Number:
GS-02F-136AA

Contract Administrator:
Andrea Mickle

E-Mail:
amickle@minorityaccess.org
gsa@minorityaccess.org



www.minorityaccess.org

Schedule Title: Human Resources & Equal Opportunity Services

FSC Group:

Contract Number: GS-02F-136AA

Contract Period: 04/22/2013 – 04/22/2018

For more information on ordering from Federal Supply Schedules click on the **GSA Schedules** link at www.gsa.gov

Contractor: Minority Access, Inc.
5214 Baltimore Ave
Hyattsville, MD 20781
Phone: 301-779-7100
Fax: 301-779-9812
www.minorityaccess.org

Contractor's Administration Source: Andrea D. Mickle
amickle@minorityaccess.org
gsa@minorityaccess.org

Business Size: Small



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Brief Company Overview

Minority Access, Inc. is a 501(c)(3) nonprofit organization that specializes in assisting public and private entities to achieve their diversity goals. Minority Access assists academic institutions, Federal, state and local government agencies, individuals and corporations of all kinds in diversifying their campuses and work sites. Minority Access implements and administers programs and services that advance the recruitment, retention and enhancement of underrepresented populations to improve diversity in education, employment, research and technology.

Minority Access has forged a partnership with 170 diverse colleges and universities that have signed on to cooperate with Minority Access in advancing opportunities for and enhancing educational experiences of students and faculty, especially from disadvantaged backgrounds. These institutions represent one or more of the following categories: top research universities, professional schools, Hispanic Serving Institutions, Historically Black Colleges and Universities, Tribal Colleges and Universities, colleges with high percentages of Pacific Islanders and Asian Americans, prestigious small colleges, Ivy League schools and community colleges. Minority Access utilizes this network of institutions as a primary source for identifying program and activity participants. Minority Access, however, performs no lobbying or advocacy functions on behalf of any group of institutions nor does it receive membership dues from them. Minority Access is an independent organization which can even handedly serve students and personnel from all institutions.



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Service Proposed

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| Service Proposed | Prices offered to GSA (including IFF) |
|---|--|
| Recruitment, Internal Placement and Training of Undergraduate and Graduate Student Interns, 10 weeks (2013 Summer Intern) | \$10,119.90 |
| Recruitment, Internal Placement and Training of Undergraduate and Graduate Student Interns, 15 weeks (2013 Fall Intern) | \$13,070.03 |
| Recruitment, Internal Placement and Training of Undergraduate and Graduate Student Interns, 15 weeks (2014 Spring Intern) | \$13,070.03 |
| Recruitment, Internal Placement and Training of Undergraduate and Graduate Student Interns, 10 weeks (2014 Summer Intern) | \$10,494.71 |
| Recruitment, Internal Placement and Training of Undergraduate and Graduate Student Interns, 15 weeks (2014 Fall Intern) | \$13,487.15 |
| Recruitment, Internal Placement and Training of Undergraduate and Graduate Student Interns, 15 weeks (2015 Spring Intern) | \$13,487.15 |
| Recruitment, Internal Placement and Training of Undergraduate and Graduate Student Interns, 10 weeks (2015 Summer Intern) | \$10,682.12 |
| Recruitment, Internal Placement and Training of Undergraduate and Graduate Student Interns, 15 weeks (2015 Fall Intern) | \$13,626.20 |



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General Contract Information

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

595 21- Human Resource Services (Excluding EEO Services)

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY RATES: N/A

2. MAXIMUM ORDER*: \$100,000,000.00

3. MINIMUM ORDER: \$100.00

4. GEOGRAPHIC COVERAGE: 48 contiguous states, Alaska, Hawaii, Washington D.C., Puerto Rico, U.S. Territories, and to a port or consolidation point within the aforementioned locations for orders that are received from overseas activities.

5. POINT(S) OF PRODUCTION: US

6. DISCOUNT FROM LIST PRICES: 12.39% - 19.16%

7. QUANTITY DISCOUNT(S): N/A

8. PROMPT PAYMENT TERMS: Net 30 Days

9.a Government Purchase Cards must be accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards are accepted above the micro-purchase threshold

10. FOREIGN ITEMS: N/A

11a. TIME OF DELIVERY: TBD at task order level

11b. EXPEDITED DELIVERY: Contact Contractor

11c. OVERNIGHT AND 2-DAY DELIVERY: Contact Contractor

11d. URGENT REQUIREMENTS: Agencies can contact the Contractor's representative regarding urgent requirements.

12. FOB POINT: Destination

13a. ORDERING ADDRESS: Minority Access, Inc. 5214 Baltimore Ave Hyattsville, MD 20781



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General Contract Information- continued

- 13b. ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3
- 14. PAYMENT ADDRESS:** Minority Access, Inc
5214 Baltimore Ave
Hyattsville, MD 20781
- 15. WARRANTY PROVISION:** Standard Commercial Warranty
- 16. EXPORT PACKING CHARGES:** N/A
- 17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** N/A
- 18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
- 19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
- 20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
- 21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
- 23. PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. Section 508 Compliance for EIT:** N/A
- 25. DUNS NUMBER:** 031738776
- 26. Contractor has an active registration in the SAM database**



The Minority Access National Diversity & Inclusion Internship Program (NDIIP) is designed to allow talented undergraduate and graduate students to experience the diversity and scope of career opportunities available in the Federal Government and other participating entities. The program provides students with the opportunity to merge academic theory with practical application in the workplace.

Minority Access interns receive pre-employment training, expert counseling on career choices, financial management and professional development, and recognition for fulfilling the requirements of the program. The program staff is available at all times to lend assistance to the interns.

Outreach and Recruitment

Minority Access reaches out to relevant constituencies and identifies the best and brightest candidates, who are available, acquaint them with the opportunities, arouse their interest and guide them through the application process. Minority Access has in place an infrastructure that yield talented students for employment, research and academic enrichment programs. Minority Access has provided exceptional students to Federal agencies since 1995 through its national recruitment efforts.

Minority Access' recruitment services are on-going and reach beyond colleges and universities to educational associations, conferences, fraternal organizations, academic discipline organizations and online tools. Minority Access continuously makes contact with Career Centers and Multicultural Offices, regularly attend recruitment fairs and meet with representatives of professional and fraternal organizations to facilitate a diverse pool of

students for consideration.

Minority Access maintains an online database that is automatically updated when a prospective intern submits an application. The agency will have designated access to Minority Access's online internship application database where they will have quick and easy access to interns' applications. Students must provide a resume, at least two references from professors, supervisors, or other individuals who can attest to their work ethics, experience and knowledge and who may be contacted, and an official copy of the most recent academic transcript. Students must submit an essay stating their reasons for wanting to participate in the program. Minority Access targets students who have the equivalency of a minimum 3.0 grade point average on a 4.0 scale, and are currently enrolled in a 2 or 4 year college or university program with a sophomore or above status and have completed 30 semester credit hours. All interns who are selected must show proof of U.S. citizenship or permanent residency.

The NDIP staff carefully reviews each application for completeness and relevancy. Applications will be reviewed to ensure students have the knowledge, skills and abilities requested by the agency. Once the agency makes its intern selections, appointment letters, tax forms, payroll schedules, time sheets and other information are forwarded to each selectee. Included also in the package is an acceptance letter, which the intern is requested to return to Minority Access immediately. Following the return of the acceptance offer, the agency will be notified by Minority Access that the selected intern has accepted or declined the position. After acceptance has been confirmed, Minority Access and/or the agency will begin internal and external clearance processing.



NDIIP seeks to enhance the educational experiences of students by providing a full range of support services and developmental opportunities, including but not limited to workshops, seminars, training, internships, networking and mentoring.

Minority Access conducts a formal, structured orientation session for each group of interns hired. Orientation is held in a pleasant, safe and convenient location in the Washington, DC Metropolitan area for interns and agency personnel or via electronic means when appropriate. Interns are issued orientation materials, including employment handbooks, tax, payroll and personnel information, rail and bus service guide, maps, sightseeing guides, and a list of amenities in the area near the student housing facility. Supervisors are also provided with a supervisor's handbook and other information.

Logistical Arrangements

Housing: Finding suitable housing is an activity that requires expertise and extensive negotiations since most of high-quality housing providers are reluctant to deal directly with the interns for short term stays. Minority Access obtains quality, convenient, secure and affordable housing for the interns. The NDIIP staff locates facilities that offer amenities that will make the students' stay comfortable and enjoyable. A determining factor in selecting housing facilities is the proximity to major bus routes and /or rail stations. Once the final leasing arrangements have been completed, Minority Access signs the rental contracts and makes advance payments for rent, security deposit and any other fees required. When needed we negotiate apartment furnishings for rental. Prior to the interns' arrival, Minority Access will forward to the interns an informational package describing the housing facility

and its rules regarding occupancy. Minority Access reviews the terms of housing with the interns to ensure that they have a clear understanding of their responsibility as



Logistical Arrangements- continued

tenants and to ensure that they are also aware of their financial responsibilities where applicable. Minority Access will also confirm housing arrangements with interns who have not requested housing through Minority Access

Transportation: Minority Access provides round trip transportation to the placement site for interns traveling out of their home or school area. Interns placed in field locations will travel to perspective locations after completing orientation requirements.

Fiscal Matters: Minority Access has an infrastructure in place for the financial management of the internship program that allows it to pay stipends, deduct withholdings, provide workers compensation and other applicable insurances, maintain meticulous records and report earnings to the Internal Revenue Service. Minority Access has a perfect tract record of paying its interns and staff on a timely basis. Minority Access pays interns through direct deposits to their bank accounts bi-weekly.

Intern Monitoring

Minority Access staff communicates with students during the entire internship period. Minority Access uses electronic mail, telephone and social media to stay in touch with the interns. Minority Access holds bi-weekly meetings via face-to-face contact, webinars and teleconferences.

Enrichment Programs and Research Seminars

Minority Access schedules developmental and enrichment activities for the interns throughout the internship programs for each program session. A calendar of events is distributed to each intern at the orientation. Minority Access has technical experts to advise students on resume writing and job searches, acceptable office attire, interviewing techniques, budgeting essentials, financial management, and other related topics. A highlight of the seminar series is the session where



**Minority
Access**
Incorporated

Enrichment Programs and Research Seminars - continued

government experts describe opportunities in the Federal Government as well as the application process. Minority Access often uses former interns who are career Federal employees as presenters for this session.

Graduation

Upon completion of the internship program, Minority Access conducts a graduation program. Interns and their supervisors/managers receive special certificates and/or awards at the luncheon ceremony.

Academic Credit

Interns may receive academic credit for internships according to the requirements of their institutions. Minority Access will make all necessary arrangements to serve as the liaison between the students and their academic institution. The number of credit hours the student will receive for the internship is mandated by the institution.

Evaluations

Minority Access has a well-designed evaluation mechanism that consists both of process and outcome evaluation. Forms are distributed to interns to evaluate every activity sponsored by NDIIP. In addition, both interns and supervisors complete evaluation forms at mid-term and at the end of the program. Minority Access includes copies of these evaluations in its program-end reports. Minority Access will seek to maintain contact with students in their post internship period to chart their academic progress, career choices and life achievements.



Students with disabilities are strongly encouraged to apply to the internship program. Minority Access staff will provide assistance for these students as needed. In addition, Minority Access will identify accessible housing for students with special needs. Minority Access will work within the scope and standards of the US Equal Employment Opportunities Commission (EEOC) Enforcement Guidance on Reasonable Accommodation under the Americans with Disabilities Act.

Equal Opportunity

Minority Access considers all eligible applicants without regard to race, color, religion, sex, national origin, sexual orientation, citizenship, mental or physical disabilities, veteran/reserve, national guard, marital status or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate based on any unlawful criteria.

Reporting

Minority Access provides to the host agency a written report at the end of the internship program. The report contains factual and analytical information.